

QUESTIONS AND ANSWERS  
TRAVEL MANAGEMENT SERVICES  
SOLICITATION NUMBER 19-AM10-23-Q-0028

Below are answers to the questions received from offerors for the subject solicitation by September 28, 2023.

- 1. Question** – Does the clause 52.229-12 concern us, if we apply as a company (not a person) and Section 5000C imposes a 2% tax on foreign PERSONS?
- a. If yes, would you please clarify does it apply to us? what kind of tax is that? And how is it being processed?
  - b. If yes, please advise if we should fill in part II and part IV of the form W-14 for exemption (any tax treaties or agreements)?

**Answer** – This tax is not applying to Republic of Armenia

- 2. Question** – Should we obtain DBA insurance or local Workers' Compensation and Occupational Disease AMD 5,000,000 per occurrence for employees? And should this be this done in case/after we have the contract?

**Answer** – Yes, this insurance should, be issued right after the contract will be awarded to the winning company, this insurance is USG special requirement and the offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm> ]

- 3. Question** – There are two pricing option tables (Section 1) - option N1- Contractor has site at the Embassy and N2 – doesn't have site at the Embassy (has it's own one).
- a. Both pricing tables have “Off-site Services” and “On-site Services”, please clarify what is the difference.
  - b. Would you please also give some info about “Overnight Delivery Fee” and “Courier Delivery Fee” considering, that the vast majority of docs/papers are created and sent to the customer electronically.

**Answer** – a. With Off-site services chosen, there is apparently no On-site service that can be offered, so the contractor should choose N/A.

With On-Site option, there can be services that the contractor will prefer to implement off-site or will not be able to provide on-site (e.g. Travel Insurance, Train ticket, Ocean carrier ticket, etc...). For these types of services, the contractor may want to quote a separate tariff.

b. There can be situations where the contractor may need to deliver the paper versions of the documents. This can be train tickets, passports, receipts, or similar.

- 4. Question** – Shall we just register entity in SAM.gov or choose among the list under The Official US Government system form?

**Answer** – If you have never had SAM registration, then you will simply need to click on Get Started and follow to steps to finalize your registration and get verifications and Unique ID number.

- 5. Question** – Is that correct that only after registration in SAM.gov we can apply for the tender.

**Answer** – No, at this stage you will need to start your registration and the first part will be Unique ID request submitting, after that confirmation and the request is submitted and standing for review, you can print-screen that page and add to your offer package, after contract awarding the contractor will be given an extra period to finalize SAM.gov registration.

- 6. Question** – I have registered in SAM.gov, however I cannot log in to submit some requested documents, kindly advise in which format the prove of SAM registration should be submitted?

**Answer** – See above answer please.

- 7. Question** – In the Solicitation contract I need to insert the Contractor Code/ Facility Code.. may I insert the TAX code?

**Answer** – Yes you can, for RA registered companies those codes can be TAX code and Government registration number.